

EXHIBIT A

Insert Authorization Form

Date: 1-9-06 From: Nancy McManis
 To: Joyce Cartunick Company: Time Warner Cable - MN
 (ComTec Inc. Customer Service Representative)
 Fax Number: MN: (952)-826-0762 NJ: (973)-882-3051

Dates to run inserts: Beginning Date: 1-22 Expiration Date: 2-22
 (It is the clients responsibility to send or discontinue using the insert codes in conjunction with the dates given)

A. Insert code: RS1

B. Description of inserts: Residential Service Subscriber
Agreement (Booklet)

C. Special envelope for this run?: no

D. Date ComTec should expect arrival: Now

E. Quantity ComTec should expect (5% overage): 210,000

F. If the above insert is not available at time of cycle, or shortage occurs, ComTec should:

1. ☐ Mail statements without inserts.
2. ☒ Call site for instructions (will cause delay).

Contact Name: Nancy McManis
 Phone #: 952-607-4253

G. If insert puts statements over one ounce:

1. ☐ Run without
2. ☒ Run with

(Postage will be billed back to customer)

H. After insertion, excess inserts should be:

1. ☒ Recycle
2. ☐ Stored for next run
 Month: _____
3. ☐ Return, send to: _____

I. Insert will be inserted in the following

- ☒ Statement: _____
- ☐ Letter: _____

This letter of Authorization gives ComTec the authority to insert the bill stuffers identified. Applicable specifications and requirements have been observed. ComTec will impose a fee of \$2.00 per thousand for disposal of inserts.

Signature: Nancy McManis Phone #: 952-607-4253

If a problem occurs regarding inserts during the evening or weekend do you want to be contacted?
 (If no, there may be a delay in mailing statements)

If yes, number to be reached at: 612-239-4124

If you have any questions please contact your Client Service Representative.



www.comtecnet.com

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EXHIBIT B

